



Institutional Effectiveness Committee

Meeting Minutes
October 30, 2014
LCC TECC@ 1:30 pm

The meeting was called to order at 1:34 by Brian Murphy

Members present:

Brian Murphy, LCC Assoc. Dean of Inst. Effectiveness/Research
Sue Mouck
Elaine Theobald
Codi Mortell
Cheryl Aschenbach
Paige Broglio

I. Agenda, Mission Statement, and Institutional Effectiveness Master Plan

Brian passed out the materials to all members present.

Mission Statement of the Office of Institutional Effectiveness and Research

Brian read his mission statement "Continuously build and support a culture of evidence through the provision of institutional research studies, effectiveness enhancing methodologies and innovative strategic planning approaches to increase institutional and student performance."

A. 2014-2015 Goals of the Office of Institutional Effectiveness and Research

(Goals in black, discussion in blue)

1. Cultivate information transparency through the creation of business intelligence tools
this can be accessed through the portal by district employees.

Today Brian went to the Instructional Technology meeting about the Portal Project II.
It will be unveiling in January with hardware/software available for use by District Employees.
Portal Project I was the architecture, and II is the report writing.

2. Support the district's fiscal solvency by:

- Developing a strategy to maximize LCC's funding from the CCCCCO while maintaining a positive college margin.
- Providing information and writing expertise to support grant application submissions.

To maximize the FTES with good decision making for scheduling classes.

To obtain grants per Dr. Hall's request to equalize funding sources by half being grants.

3. Support student success by working with college constituents to create and implement:

- An equity plan-A plan is due to the Chancellor's office in January. This is a big project that Brian is working on with Patrick Walton. Prior it was \$200,000. for 2014-2015; and it will be \$400,000. for 2015-2016. There are 3 year timescale updates.
- Proper student placement-done by assessment testing
- Math acceleration-done by assessment testing
- Student retention systems-"Retention Alert" software, our current program needs improvement. There is a consulting service portion that is already paid for as part of Retention Alert, which has never been accessed. Michael is working on for the faculty. The key is to find out why students leave when 90% of them want to return. We need a point of contact to recruit them back to college. Outreach, Davis Murphy is calling former students to gather information.
- Student Success Plan-We need to do all we can at LCC to increase student success.

4. Provide information and direction to faculty and staff regarding SLOs and AUOs development, progress, and achievement.

There will be a training session at TECC in December to give feedback to faculty and staff on the SLOs and AUOs. Elaine is getting an action plan from groups that met at convocation.

5. Ensure a smooth transition of responsibility:

- Of planning coordination to the Office of Institutional Effectiveness
- Of MIS reporting from consultant to the Office of Institutional Effectiveness and Information Technology.

MIS-taken over the 320 reporting duties (WIM)

6. Develop and maintain electronic system to link budgets, learning outcomes, and program plans.

A grand plan for the future would be WEAVE as a platform to do that. We need to find out more about if it talks to Datel. Now there is an Admin. Assistant position flying to maintain WEAVE for budget programs and outcomes. Brian needs a FT assistant to help him with data.

Could this assistant also fill in around campus during peak times and take meeting minutes?
We need an interface between faculty for support online, so assistant could be helpful here.
And an assistant could fill in # 4 and #6 of these goals for developing data Brain has laid out for 2014-2015. We need to justify this FT position on campus as a needed data person.

7. Monitor the State of California Community Colleges beyond LCCD by building and maintaining relationships with researchers and Chancellor's office personnel.
Find out what is going on across the state, and keep in touch with current trends.

I. B. FTEs Situation:

Our max funding cap by the state is 1,830 students, and the last two years LCC has been under that cap with an average of 1,500 students. Brian explained what CA. will do when we continue to stay under that cap: CA. will fund apportionment for only one year and the next year the college will only receive what we earn in enrollments. The fiscal year starts on July 1st. A review of prior years:

- 2011-12 LCC met the cap
- 2012-13 LCC had 1,514 students as was in first year of stabilization
- 2013-14 LCC in 2nd year of stabilization
- 2014-15 LCC could recalculate by moving summer classes in to maximize numbers for this year and calculate a new base. The overall gain would be \$1,630,926. In two years. We should be upping the FTES.

II. Institutional Effectiveness Master Plan for 2015-2020

For the Instructional Budget Sue asked we do not double up funding requisitions with other depts. as this creates a problem. For the IT plan, David Corley is going to implement next year a better integration online for campus registration, as it pushes a student into Moodle if their course requires it.

The Master Plan needs some objectives then strategies Sue said. Is there an objective related to planning? Objectives related to research and marketing? It needs objectives under goals then strategies.

Cheryl asked that LCC improve Institutional Effectiveness through honoring and operating within the operational structures of governance. Plans need to be honored by administration. Will it fit in with Academic Senate and Consultation Council for the LCC governance and planning structure?

Professional Development needs more annual trainings.

Next Meeting Date:

It was mentioned we should meet again on Thursday Nov. 6th.

(After the meeting the date was changed to Nov. 18th at 9:00 a.m.)

Adjournment: The meeting adjourned at 2:32 p.m.